



Department of Veterans Affairs

Financial Policy

Volume XVI

Charge Card Program

Chapter 1A

Administrative Actions for Government Purchase Cards

Approved:

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Assistant Secretary for Management
and Chief Financial Officer

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0101 Overview

The purpose of this chapter is to establish policy on the issuance and administration of Government purchase cards. The Department of Veterans Affairs (VA) Government Purchase Card Program was established, in participation with the [General Services Administration \(GSA\) Smart Pay Program](#), to reduce administrative costs for acquisition of goods and services utilizing [Simplified Acquisition Procedures \(SAP\)](#).

The Principal Executive Director and Chief Acquisition Officer (CAO), OALC, delegated the authority for micro-purchases, in conjunction with the GSA Government Purchase Card Program, to the Assistant Secretary for Management and Chief Financial Officer (CFO). The CFO further delegated this authority to the Under Secretaries, Assistant Secretaries, and Other Key Officials, with the stipulation that this authority can be further re-delegated to employees no lower than the GS-15 level. Copies of the Delegations of Authority are in Appendix B.

This policy provides guidance on:

- Eligibility for obtaining a purchase card;
- How to report lost or stolen purchase cards;
- Out-processing procedures when turning in a purchase card;
- Safeguarding purchase cards; and
- Record retention for documentation related to purchase card activities.

Additional details on VA's financial policies and procedures for the Government Purchase Card Program are described in the following chapters of this volume:

- Chapter 1B, Government Purchase Card for Micro-Purchases; and
- Chapter 1C, Government Convenience Checks.

0102 Revisions

Section	Revision	Office	Reason for Change	Effective Date
All	New Policy	OFP (047G)	Create separate chapters from Volume XVI – Charge Card Programs/Chapter 1 Government Purchase Card Program	June 2018

Various	Reformatted to new policy format and completed 5 year review.	OFP (047G)	Reorganized chapter layout	June 2018
Various	Roles and Responsibilities	OFP (047G)	Strengthened Internal Controls and updated language on accountability to be more clear and concise.	June 2018

0103 Definitions

Agency/Organization Program Coordinators (A/OPC) - A VA employee that serves as the primary point of contact for the Government Purchase Card Program for their agency/organization. The A/OPC oversees administration of the Government Purchase Card Program in accordance with law, regulation, and policy.

Approving Official (AO) - The AO ensures that the purchase card is used properly, authorizes cardholder purchases (for official use only), and ensures that monthly statements are reconciled in a timely manner.

Charge Card Portal (CCP) - VA's internet-based system, which provides a variety of features intended to assist in the effective management of the Purchase Card Program, including training logs and electronic storage of supporting documents related to purchase card transactions.

Electronic Access System (EAS) - The charge card servicing bank's internet-based system which provides a variety of reports and assists in the effective management of the purchase card.

Government Purchase Cardholder - A VA employee who is delegated the authority to obligate funds on behalf of the government and has successfully completed all mandatory training requirements.

Internal Controls - Systematic measures which include periodic and continuous monitoring, checks and balances, policies, procedures, and segregation of duties implemented to reduce the risk of error, fraud, waste, and abuse.

Merchant Category Code (MCC) - A four-digit number used to classify the business by the type of goods or services it provides.

Purchase Card Certification Form (VA Form 0242) - The approved form grants a VA employee the authority to become a cardholder and obligate funds on behalf of the Government.

Purchase Order (PO) - A Government offer to buy supplies or services upon specified terms and conditions using simplified acquisition procedures; see FAR 2.101, FAR 13.302 (binding when executed).

Out-Processing – The process used when an employee retires, transfers, or leaves the VA.

Simplified Acquisition Procedures (SAP) - Methods prescribed in [FAR Part 13.3](#) for purchasing goods or services. SAPs are designed for relatively simple Government requirements, and their use is subject to designated micro-purchase thresholds in [FAR Part 2.101 and Public Law 115-91](#) for goods or services.

Split Purchase - Intentionally modifying a known requirement into two or more purchases or payments in order to circumvent the micro-purchase threshold for a single purchase.

Unauthorized Commitment - A purchase made by a Government representative who lacks the authority to bind the Government or whom exceeds their delegated authority or purchases made that are not in accordance with FAR and VARR.

0104 Roles and Responsibilities

Assistant Secretary for Management and Chief Financial Officer (CFO) oversees all financial management activities relating to the direction, management, and administration of the VA Purchase Card Program.

Under Secretaries, Assistant Secretaries, and Other Key Officials are responsible for ensuring that the offices within their authorities are in compliance with the policies and procedures set forth in this chapter including assessing appropriate disciplinary actions.

Administrations and Staff Office Chief Financial Officers, Fiscal Officers, and Chief Accountants are responsible for ensuring that the office(s) within their fiscal responsibility establishes internal controls to safeguard government resources and complies with the policies and procedures set forth in this chapter.

Office of Acquisition and Logistics and Construction (OALC) is responsible for establishing acquisition policy and ensuring that the Department makes strategic sourcing decisions that maximize its purchasing authority.

VHA Procurement and Logistics Office (PLO) The Chief Procurement Officer (CPO), as designated by the Under Secretary for Health, is responsible for the oversight of the Purchase Card Program within VHA. The CPO may re-delegate the authority to issue purchase cards and convenience checks; however, this authority may not be delegated lower than the GS-15 level.

Responsible Officials are the highest ranking officials (senior executives or GS-15) of any individual offices that hold purchase cards. They are responsible for ensuring that their cardholders and AOs are complying with the policy as well as preventing and mitigating non-compliances.

Supervisors are responsible for ensuring that cardholders, AOs, or A/OPCs in their line of authority are in compliance with this policy and for assessing appropriate disciplinary actions

Agency/Organization Program Coordinators (A/OPCs) oversee the card program(s) for his or her agency/organization; establish purchase card accounts in the servicing bank's Electronic Access System (EAS); serve as liaison between the cardholder and the servicing bank; provide on-going advice; review purchase card account activity; maintain necessary account information; monitor and track card program participants that violate policy; and ensure that the offices take appropriate action to address any instances of policy violations.

Level 1 A/OPC - The Financial Services Center (FSC) Charge Card Operations Division serves as the Level 1 A/OPC.

Level 2 A/OPC – Provides oversight of the Purchase Card Program at the Administration level for the Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), National Cemetery Administration (NCA), Office of Information and Technology (OI&T), Office of the Inspector General (OIG), and VA Central Office (VACO). This position provides technical advice and guidance to the lower-level A/OPCs and reports within 15 days any policy violations and resulting corrective actions to the Level 1 A/OPC.

Level 3 A/OPC –known as Purchase Card Program Managers serve as a liaison between Level 2 A/OPC and Level 4 A/OPCs. Level 3 A/OPCs are currently only being utilized by VHA. Level 3 A/OPCs are responsible for:

- Providing technical advice and guidance to the lower-level A/OPCs;
- Providing initial and refresher training and guidance to Level 4 A/OPCs;
- Reporting violations and disciplinary actions to the next level A/OPC;
- Providing oversight of the Purchase Card Program at the station-level;

- Providing technical guidance for all cardholders and AOs under his/her hierarchy;
- Analyzing the effectiveness, efficiency and productivity of the Purchase Card Program;
- Investigating potential violations and fraud indicators; and
- Managing and responding to external oversight organizations.

Level 4 A/OPC – are responsible for the following:

- Entering the cardholder's account application in the servicing bank's EAS;
- Monitoring and tracking policy violations;
- Ensuring that supervisors take appropriate actions to address violations;
- Reporting violations and disciplinary actions to the next level A/OPC;
- Providing oversight of the Purchase Card Program at the station-level;
- Ensuring mandatory purchase card training is completed and up to date for all cardholders;
- Providing technical guidance for all cardholders and AOs under his/her hierarchy;
- Analyzing the effectiveness, efficiency and productivity of the Purchase Card Program;
- Investigating potential violations and fraud indicators; and
- Managing and responding to external oversight organizations.

Approving Officials (AOs) are responsible for the following:

- Working with direct line supervisors to identify qualified employees to be cardholders;
- Recommending single purchase and monthly purchase thresholds in conjunction with the A/OPC, Fiscal Office, and the delegating authority;
- Providing guidance to cardholders in response to issues they raise related to use of the purchase card;
- Ensuring that only authorized purchases are made;

- Ensuring timely reconciliation of charges made by cardholders;
- Reporting to the Level 4 A/OPC whenever purchase cards are lost, stolen, or compromised;
- Monitoring and reporting to the A/OPC when cardholders transfer, retire, are terminated, or for any other reason have no further need of a purchase card;
- Monitoring and reporting disciplinary actions resulting from cardholder misuse within 5 days to the Level 4 A/OPC;
- Review spending thresholds and the need for cards annually in accord with [PL 112-194](#) and [PL 115-91](#); and
- Completing mandatory training related to their approving official duties.

Cardholders ensure proper adherence to purchase card policies, and are limited to acquisition, logistics, finance personnel, prosthetics, and other such personnel approved on a limited basis by the level 2 A/OPC. Cardholders are responsible for the following:

- Completing mandatory training related to their purchase card duties;
- Surrendering the purchase card upon termination of employment, retirement, or transfer to a new position;
- Being knowledgeable of purchase card policies, hierarchy of purchases, and the limitations on spending thresholds and vendor selection;
- Reporting to the AO, Level 4 A/OPC, and servicing bank whenever purchase cards are lost, stolen, or compromised;
- Making authorized purchases; and
- Uploading documentation related to purchases to an automated imaging system.

0105 Policies

010501 Card Issuance

- A. Cardholders, AOs, and A/OPCs must comply with the requirements in [OMB Circular A-123, Appendix B, Improving the Management of Government Charge Card Programs](#).

- B. All VA program administrators, cardholders, AOs, and A/OPCs must ensure compliance with Public Law [P. L. 112-194](#), “Government Charge Card Abuse Prevention Act of 2012”.
- C. Cardholders must be nominated by either the employee’s direct-line supervisor or their AO. All cardholders, AOs, and A/OPC must be permanent VA employees, except for Department of Defense active duty military service members who are assigned at a joint integrated Federal Health Care Center. Contractors cannot be an A/OPC, AO, or cardholder.
- D. Cardholders, AOs and A/OPCs are required to have purchase card duties incorporated as a component of their performance plan.
- E. Supervisors of cardholders, AOs, and A/OPCs must ensure that the employees are properly carrying out their duties and dispense timely and proper disciplinary actions.
- F. A/OPCs, AOs, and cardholders must complete mandatory training prior to their participation in the Purchase Card Program. Training certificates must be retained by the Level 4 A/OPC and be readily available if requested. Refresher training is required every two years for all program participants. Failure to complete training prior to the expiration date will result in immediate suspension of the cardholder’s account(s) and/or revocation of program official’s duties. Administrations and Staff Offices may identify additional training requirements. For more information see [Appendix A](#).

Cardholders with authority above the micro-purchase threshold must have the necessary acquisition training to meet statutory requirements for Federal Acquisition Certification-Contracting (FAC-C) and be issued a warrant. An AO does not need to be a warranted contracting officer, but must possess at least the same FAC-C Level or higher, than the cardholder. Information on training can be found online at: <http://www.acquisitionacademy.va.gov/index.asp/veteransaffairs>.

- G. VA Form 0242 - Governmentwide Purchase Card Certification Form is used to delegate authority to an individual to use the purchase card to procure and pay for goods and services.
- H. Level 4 A/OPCs must submit all purchase card account applications in the servicing bank’s EAS.
- I. Requests to increase or decrease the purchase card single purchase limit must be submitted via email to Purchase Card Operations at FSC for action.
- J. All warranted contracting officers who are cardholders must upload a copy of their current warrant into the Electronic Contract Management System (eCMS) prior to the submission of VA Form 0242 to the FSC.

- K. FSC will review and verify the application in the servicing bank's EAS after a completed VA Form 0242 is received. This review will be performed for all accounts, including those belonging to warranted contracting officers.
- L. VA Form 0242 must be updated when the following changes occur:
 - Change in AO or Alternate AO;
 - Adding an Alternate AO;
 - When a cardholder legally changes their name; or
 - Increasing the single purchase limit higher than the originally requested amount on the approved VA Form 0242 for a current cardholder.
- M. Stations must maintain appropriate segregation of duties within the Purchase Card Program to ensure roles and responsibilities do not overlap. All roles that include responsibility for overseeing, auditing, and reporting cannot be issued a purchase card. For example, a cardholder cannot also be the A/OPC or AO for his/her account(s).
- N. To ensure that AOs can perform an adequate review and verification of cardholder transactions, AOs are limited to no more than 25 purchase card accounts under his/her purview. VHA Prosthetic purchase card accounts are exempt from this limit, and may have a ratio as high as 40 purchase card accounts to one AO.
- O. Purchase cards will bear the same name as the employee as it appears in the Global Address List (GAL).
- P. Cardholders' conduct must meet the highest ethical standards. Each cardholder and AO has a duty to protect and conserve Government property and will use purchase cards only for authorized purposes. The standards of conduct, which apply to cardholders, further state that employees may not solicit or accept any gratuity, gift, favor, entertainment, loan, or anything of monetary value from any party doing business with or seeking to obtain business with VA ([5 C.F.R. §2635.202](#)). Employees may seek ethics advice from their regional counsel or an ethics official at the Office of General Counsel.
- Q. Cardholders must safeguard their purchase cards in a secure location, such as a locked drawer, to protect against theft, loss, and forgery.

010502 Out-Processing

- A. Cardholders must perform the tasks listed below, before they can be cleared of their duties (or out-processed) by their AO and A/OPC:

- Complete the Separation Notice and Employee Debt Clearance form (VA Form 3248) or a station specific version of this form. Cardholders may contact their supervisor or payroll office for the station specific version of the 3248;
 - Provide the AO with a complete list of outstanding transactions, as well as the receipts and any other documents related to the outstanding transactions prior to departing the position. The list of outstanding transactions should note any unapproved, unresolved, or disputed transactions, and should include any documentation necessary to support the status of those transactions; and
 - Turn in their assigned purchase card(s) to the Level 4 A/OPC for closure and destruction.
- B. Cardholders shall not create any new transactions during his or her final two weeks before leaving VA employment or transferring to a new position within VA.
- C. When out-processing a cardholder, the AO must perform the following tasks:
- Ensure and verify that all outstanding transactions in the servicing bank's EAS and Integrated Funds Distribution Control Point Activity (IFCAP), or Centralized Administrative Accounting Transaction System (CAATS) are processed and reconciled on the account. IFCAP and CAATS transactions can be re-assigned to an alternate cardholder for action;
 - Close out any open/outstanding and/or pending transactions with vendors and within VA's systems; and
 - Notify the Level 4 A/OPC that they are to cancel the cardholder's account(s).
- D. The Level 4 A/OPC will terminate the cardholder's account(s) immediately upon notification from the AO or from the cardholder, and will destroy the card(s) upon receipt.

010503 Lost or Stolen Cards

- A. Cardholders must report lost or stolen purchase cards immediately to the Level 4 A/OPC and to the servicing bank. In addition, cardholders must provide written notice of the loss or theft to the AO and A/OPC. The notification must include the below information:
- Account number;
 - Cardholder's name;
 - Date lost or stolen;

- Location of the loss or theft;
 - Date reported to VA police (if theft occurred on federal property);
 - Date and time the loss was reported to the VA servicing bank;
 - Transactions made by the cardholder on the date the purchase card was lost or stolen; and
 - Include any other relevant information describing the loss or theft.
- B. VA is not liable for unauthorized charges on lost or stolen purchase cards when the loss is properly reported to the servicing bank. Cardholders and AOs should ensure that only valid charges appear on the account and should work with the servicing bank to ensure unauthorized charges are properly disputed.

010504 Record Retention

- A. Record retention must be in accordance [with National Archives and Records Administration \(NARA\) 410, General Schedule 6 and FAR subpart 4.805](#), Charge card documents and receipts are required to be maintained for 6 years. Cardholders will upload supporting documentation for each transaction into the Charge Card Portal (CCP) system when available.
- B. Below is a list of supporting documentation pertaining to the issuance and termination of a purchase card, that must be retained by the cardholder's department:
- Training certifications;
 - Governmentwide Purchase Card Certification Form (VA FORM 0242);
 - Contracting warrant, if applicable; and
 - Out-processing form.

0106 Authorities and References

[Federal Acquisition Streamlining Act of 1994](#)

[Executive Order 12931, Federal Procurement Reform](#)

[5 C.F.R. 2635, Office of Government Ethics, Standards of Ethical Conduct for Employees of the Executive Branch.](#)

[OMB Circular A-123, Appendix B. Management's Responsibility for Internal Control, Appendix B, Improving the Management of Government Charge Card Programs](#)

[Public Law P. L. 112-194](#)

[VA OALC Acquisition Academy Web site.](#)

[**Public Law 115-91, National Defense Authorization Act for Fiscal Year 2018**](#)

0107 Rescissions

VA Financial Policy, Volume XVI, Chapter 1, Government Purchase Card Program dated July, 2017.

0108 Questions

Questions concerning these financial policies and procedures should be directed to the specific POC's and formatted as follows using the group email. Do not use proper names.

VHA	VHA CFO (10A3A)
VHACFOOversight10A3A@va.gov	
VBA	VAVBAWAS/CO/FINREP FINREP.VBACO@va.gov
NCA	NCA CAATS NCACAATSFinanceApprovers@va.gov
FSC	FSC purchasecardops@va.gov
All Others	Charge Card Policy VACOchargc@va.gov
	VA Procurement Policy vacovaprocc@va.gov

Appendix A: Government Purchase Card Training Requirements

The below table lists the mandatory training requirements for Cardholders, AOs, and A/OPCs. All personnel must complete the initial and refresher training, and keep a copy of all training certificates as proof of completion.

- The cardholder will submit their training certificates and completed VA FORM 0242, via email or hardcopy to the AO.
- The AO will sign the VA FORM 0242 and forward it and the training certificates to the Level 4 A/OPC via email or hardcopy.
- The Level 4 A/OPC will review the VA FORM 0242 and all training documentation. When all documentation is properly completed, the Level 4 A/OPC will create a purchase card account in the servicing bank's EAS, and email all documentation to purchasecardops@va.gov.
- All personnel must complete their refresher training within the required interval, and must email the Level 4 A/OPC with their updated training certificates before the old certification expires.

Course Title	Cardholder	Approving Official	A/OPC
VA Online Purchase Card Training (TMS Course #: VA 5863)	Every two years	Every two years	Every two years
GSA SmartPay Purchase Card Training for Cardholders (Course# 3870979) (https://smartpay.gsa.gov/program-coordinators/training)	Every two years	Every two years	N/A
Unauthorized Commitment Training (TMS Course #: 1701572)	Every two years	Every two years	Every two years
GSA SmartPay Agency Organization Program Coordinator Training Course (3870980) (https://training.smartpay.gsa.gov/training/purchase-card-aopc)	N/A	N/A	Every two years

Appendix B: Delegation of Authority for Use of a Purchase Card

The VA has three current delegations of authority associated with the purchase card. The delegations are attached, and summarized below:

- The VA Secretary has designated the Executive Director, Office of Acquisition, Logistics and Construction (OALC) as the Acting Chief Acquisition Officer for the Department of Veterans Affairs;
- The Principle Executive Director, Office of Acquisition, Logistics, and, Construction (OALC) delegated authority to the Assistant Secretary for Management and Chief Financial Officer, Office of Management (OM), to issue Government purchase cards and manage the Government Purchase Card Program; and
- The Under Secretary of Health has re-delegated the micro-purchase threshold authority for issuing purchase cards to the Chief of Procurement and Logistics office (PLO) for all the Veteran Affairs Medical Centers, in conjunction with the OM financial oversight.

The Assistant Secretary for Management and Chief Financial Officer, via this policy chapter, has re-delegated the authority to approve the issuance of purchase cards and the approval of VA FORM 0242, to the Under Secretaries, Assistant Secretaries, and Other Key Officials, and has authorized re-delegation of this authority to VA employees no lower than a GS-15 level.

ATTACHMENT



THE SECRETARY OF VETERANS AFFAIRS

WASHINGTON

February 12, 2009

**MEMORANDUM FOR THE UNDER SECRETARIES, ASSISTANT SECRETARIES,
AND OTHER KEY OFFICIALS**

SUBJECT: Delegation of Authority Defined by the Services Acquisition Reform Act of 2003 to the Executive Director, Office of Acquisition, Logistics and Construction

1. DELEGATION

a. This memorandum designates the Executive Director, Office of Acquisition, Logistics and Construction (OALC) as the Acting Chief Acquisition Officer for the Department of Veterans Affairs (VA) and delegates the following responsibilities identified by the Services Acquisition Reform Act of 2003 to the incumbent.

b. This delegation includes, but is not limited to, the authority to:

- (1) Advise and assist the Secretary on the appropriate business strategy to achieve VA's mission.
- (2) Advise and assist the Secretary and other VA officials in ensuring that acquisition activities contribute to achieving VA's mission.
- (3) Monitor and evaluate the performance of VA's acquisition programs based on applicable performance measurements.
- (4) Establish policies, procedures, and practices that increase the use of full and open competition in the acquisition of goods and services by the executive agency.
- (5) Increase appropriate use of performance-based contracting and performance specifications in the VA's acquisition activities.
- (6) Make VA's acquisition decisions consistent with all applicable laws, regulations, and policies.
- (7) Establish clear lines of authority, accountability, and responsibility for VA's acquisition decisions.
- (8) Manage the direction of VA acquisition policy, including implementation of VA's acquisition regulations, policies, and standards.

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Delegation of Authority Defined by the Services Acquisition Reform Act of 2003 to the Executive Director, Office of Acquisition, Logistics and Construction

(9) Develop and maintain a VA acquisition career management program to ensure that VA has an adequate professional acquisition workforce.

(10) Review, as part of VA's strategic planning and performance evaluation process, current requirements for VA personnel regarding knowledge and skill in acquisition resource management and determine whether such requirements adequately facilitate the achievement of the performance goals established for VA's acquisition management.

(11) Develop, if necessary, strategies and specific plans for hiring, training and professional development for VA's acquisition personnel.

(12) Report to the Secretary on the improved progress made by VA acquisition management capability.

2. AUTHORITY. Section 1421 of the Services Acquisition Reform Act (SARA), Public Law 108-136, 41 United States Code 414, et seq. and Executive Decision Memorandum issued by the Secretary of the VA on October 10, 2008, establishing the Office of Acquisition, Logistics and Construction.

3. RESTRICTIONS. This delegation cancels and supersedes the previous delegation signed July 22, 2005, designating the Assistant Secretary for Management as the Department of Veterans Affairs Chief Acquisition Officer.

4. REDELEGATION. The Executive Director, Office of Acquisition, Logistics and Construction, may further delegate the authority of the Chief Acquisition Officer, subject to the provisions of Section 1421 of Public Law 108-136.

5. EFFECTIVE DATE. This designation and delegation of authority is effective upon signature and remains in effect until the appointment of an Assistant Secretary who will assume the duties of the Chief Acquisition Officer.


Eric K. Shinsak



DEPARTMENT OF VETERANS AFFAIRS
PRINCIPAL EXECUTIVE DIRECTOR FOR ACQUISITION, LOGISTICS, AND CONSTRUCTION
WASHINGTON DC 20420

MEMORANDUM FOR THE ASSISTANT SECRETARY FOR MANAGEMENT AND
CHIEF FINANCIAL OFFICER
MAY 23 2016

SUBJECT: Micro-Purchase Delegation of Authority

1. DELEGATION.

- a. This memorandum delegates to the Assistant Secretary for Management and Chief Financial Officer micro-purchase authority, solely in conjunction with the Government-wide commercial purchase card program.
- b. In accordance with the Federal Acquisition Regulation (FAR) Part 2 – Definitions of Words and Terms, "Micro-purchase threshold" means \$3,500, except it means—
 - (1) For acquisitions of construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction), formerly known as the Davis-Bacon Act, \$2,000;
 - (2) For acquisitions of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards, formerly known as the Service Contract Act of 1965, \$2,500; and
 - (3) For acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical or radiological attack as described in 13.201(g)(1), except for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) (41 U.S.C. 1903)—
 - (i) \$20,000 in the case of any contract to be awarded and performed, or purchase to be made, inside the United States; and
 - (ii) \$30,000 in the case of any contract to be awarded and performed, or purchase to be made, outside the United States.

2. AUTHORITY. Memorandum for the Under Secretaries, Assistant Secretaries, and other Key Officials, dated February 12, 2009, Subject: Delegation of Authority Defined by the Service Acquisition Reform Act of 2003, to the Executive Director, Office of Acquisition, Logistics and Construction (attached).

3. RESTRICTIONS. All procurements must be made in accordance with the applicable laws and regulations including but not limited to, the FAR and the VA Acquisition Regulation. This delegation cancels and supersedes all previous delegations of authority that may conflict with this delegation.

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SUBJECT: Micro-Purchase Delegation of Authority

4. REDELEGATION. The Assistant Secretary for Management and CFO may redelegate this authority as authorized in the attached February 12, 2009, memorandum.

5. EFFECTIVE DATE. This delegation of authority is effective upon signature and remains in effect until rescinded by the CAO.



Gregory L. Giddens

**Department of
Veterans Affairs**

Memorandum

Date: OCT 21 2016

From: Under Secretary for Health (10)

Subj: Re-delegation of Government Purchase Card and Convenience Checks Use Authority
(VAIQ 7735435)

To: Acting Chief Procurement and Logistics Officer (10NA2)


1. **DELEGATION.** This memorandum assigns to the Chief Procurement and Logistics Officer the authority to delegate the use of government purchase cards and convenience checks.
2. **AUTHORITIES.** VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 01, Government Purchase Card Program, dated July 2016.
3. **RESTRICTIONS.** None. This delegation cancels and supersedes all previous delegations of authority that may conflict with this delegation.
4. **REDELEGATION.** The Chief Procurement and Logistics Officer may further re-delegate this authority per VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 01, Government Purchase Card Program, Section 010201 A, dated July 2016.
5. **EFFECTIVE DATE.** This delegation of authority is effective upon signature and will expire 2 years after the date delegated.



David J. Shulkin, M.D.

Appendix C: Completing VA Form 0242 and the Certification Process.

- A. All cardholders and AOs must complete VA FORM 0242 to finalize the process of obtaining a purchase card with procurement authority.
- B. The cardholder, AO, and Alternate AO (if applicable) must complete the steps below:
1. The cardholder, AO and Alternate AO (if applicable) will sign VA FORM 0242, certifying that they understand the policies and regulations relative to micro-purchase requirements.

 Department of Veterans Affairs		GOVERNMENTWIDE PURCHASE CARD CERTIFICATION FORM	
NOTE: Before the Governmentwide Purchase Card can be issued to the individual cardholder, the following statements must be attested to by the cardholder, approving official, alternate approving official, purchase card coordinator and the delegating authority. Signature on this form certifies that the purchase card will be issued appropriately and the cardholder and approving official understands the adverse actions which may be taken as a result of inappropriate or unauthorized use of the card. Please read and sign the statement below.			
VA PURCHASE CARDHOLDER			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Purchase Card. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of the purchase card and delegation of procurement authority.	TYPE NAME OF PURCHASE CARD HOLDER		
	SIGNATURE OF PURCHASE CARD HOLDER	DATE SIGNED	
VA APPROVING OFFICIAL STATEMENT			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Purchase Card and my associated responsibilities as the above cardholder's Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.	TYPE NAME OF APPROVING OFFICIAL		
	SIGNATURE OF APPROVING OFFICIAL	DATE SIGNED	
VA ALTERNATE APPROVING OFFICIAL STATEMENT			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Purchase Card and my associated responsibilities as the above cardholder's Alternate Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.	TYPE NAME OF ALTERNATE APPROVING OFFICIAL		
	SIGNATURE OF ALTERNATE APPROVING OFFICIAL	DATE SIGNED	

2. The Level 4 A/OPC will verify that the form is properly completed and signed. The Level 4 A/OPC will sign the form, certifying that the cardholder, AO, and Alternate AO (if applicable) have completed all mandatory training.

VA PURCHASE CARD COORDINATOR STATEMENT				
CERTIFICATION: The purchase card holder is hereby notified that purchase card refresher training, to include applicable warrant/acquisition training is required every two years, and failure to complete this training will result in the revocation of the purchase card and delegation of procurement authority. I certify that the above named cardholder; approving official and alternate (if applicable), have successfully completed the Department of Veterans Affairs training on the use of the Governmentwide Purchase Card Program and meets the criteria required by Agency policies.		TYPE NAME OF PURCHASE CARD COORDINATOR		
		SIGNATURE OF PURCHASE CARD COORDINATOR	DATE SIGNED	
SINGLE PROCUREMENT LIMIT		MONTHLY PROCUREMENT LIMIT		
*\$		**\$		
(If single purchase limit is above micro-purchase threshold)	WARRANT NUMBER	DATE OF EXECUTION	EXPIRATION DATE	LIMITS
				\$

3. The form must be signed by someone that has been delegated the authority as specified in Appendix B.

DELEGATION OF AUTHORITY: Upon completion of the Department of Veterans Affairs (VA) purchase card training course, and signature of the Cardholder, Approving Official(s), and Purchase Card Coordinator, the cardholder named above is hereby delegated authority to procure supplies and services to be paid by the Governmentwide Purchase Card. Without further specific delegation of procurement authority by the delegating authority, the supplies and services procured shall not exceed the micro-purchase threshold amounts according to **FAR Part 2.101**, for procurement of a single requirement (unless otherwise indicated below) and shall also adhere to the cardholder's monthly spending limit.** Supplies and services procured shall be consistent with the organizational responsibilities and satisfy legitimate VA requirements. All procurements shall be made in accordance with the applicable laws and regulations included but not limited to, the Federal Acquisition Regulation and the VA Acquisition Regulation. This delegation shall automatically terminate upon separation from the agency, reassignment to another office within the agency, or cancellation of the purchase card account by the Approving Official, Program Coordinator, Fiscal Officer, or Delegating Authority.

TYPE NAME OF DELEGATING AUTHORITY

SIGNATURE OF DELEGATING AUTHORITY

DATE SIGNED

4. The Level 4 A/OPC will forward the form to the Level 1 A/OPC for final approval. A copy of the signed form is returned to the local A/OPC for recordkeeping.

VA LEVEL 1/NATIONAL PURCHASE CARD COORDINATOR

I have received all of the necessary documentation and processed the request to the servicing bank.

TYPE NAME OF PURCHASE CARD COORDINATOR

SIGNATURE OF PURCHASE CARD COORDINATOR

DATE SIGNED

5. If there are changes to the single procurement threshold, the AO, or the Alternate AO, a revised VA FORM 0242 is required and must be emailed to purchasecardops@va.gov.